

# Grant Agreement Reporting

In general, all reports are cumulative and include the following:

<b>DUE</b>	<b>PROGRAM REPORT*</b>	<b>FISCAL REPORT*</b>
FIRST QUARTER	PROJECT ACTIVITY PLAN REPORT	EXPENDITURE REPORT (page 5 of the grant agreement )
SECOND QUARTER	PROJECT ACTIVITY PLAN REPORT	<b>For all projects:</b> EXPENDITURE REPORT INTERIM EQUIPMENT INVENTORY REPORT INTERIM NON-EMPLOYEE COMPENSATION REPORT <b>Multi-year projects add:</b> MID-GRANT AGREEMENT FISCAL PERFORMANCE REVIEW - <ul style="list-style-type: none"> <li>• INTERIM PERSONNEL REPORT</li> <li>• INTERIM SUBGRANT REPORT</li> </ul>
THIRD QUARTER	PROJECT ACTIVITY PLAN REPORT	EXPENDITURE REPORT
FINAL REPORT	FINAL PROJECT ACTIVITY PLAN REPORT	FINAL EXPENDITURE REPORT FINAL EQUIPMENT INVENTORY FORM FINAL NON-EMPLOYEE COMPENSATION FORM

\*Additional reports may be required. Check the NGO and/or the program officer.

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## Instructions for completing required reports.

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### Program Reports

#### Project Activity Plan Reports

**For the first report:** Photocopy the approved *Project Activity Plan* from the final approved grant application. (There should be “open” triangles in the Report Period column in the period(s) relevant to the completion of the activity.)

1. For each activity completed, fill in the appropriate triangle for the period.
2. For each activity not completed by the period indicated on the activity plan:
  - Draw an arrow to the period in which the activity will be completed.
  - Include a narrative to explain: (a) the reason(s) the activity could not be completed as originally planned, (b) how the activity will be completed as revised,

- and (c) how the change will impact the project overall.
3. Include any project specific data/information as required in the NGO and/or by the DOE.
  4. Sign (Project Director) and date the report.

**For subsequent reports:** Interim reports must be cumulative. Photocopy the previous report, and follow the instructions under 1 through 4 above.

### Final Project Activity Plan Report

Photocopy the most recently submitted report. Fill in the triangles as appropriate. Prepare and submit a narrative report detailing:

- A comparison of actual accomplishments to the approved goals and objectives. Where the outcomes of grant agreement projects can be readily quantified, such quantitative data must be provided.
- Reasons why established goals and objectives were not met (if applicable).
- Any project specific data/information as required in the NGO and/or by the DOE.
- Sign (Project Director) and date the report.

➔ **IMPORTANT NOTE:** At least one copy of all materials developed by the grantee during the period of grant agreement must be forwarded to the DOE at time of final closeout.

## Fiscal Reports

### Expenditure Report

➔ **IMPORTANT NOTE:** The grant agreement period (start date to end date) is your spending authorization period. It is important to review page one of the grant agreement for your approved start and end dates. Within this time frame, the grantee is authorized to incur costs in accordance with the approved project activity plan and budget, and to perform the project work. Your expenditure report should reflect cumulative expended grant funds for approved project activities. All grant costs must be incurred prior to the end date of the grant agreement and provide a direct benefit to the project. All project work must be performed within the time frame of the grant agreement.

Photocopy page 5 (Expenditure Report) of the DOE grant agreement.

- Enter the Reporting Period in block #26.
- Indicate the Basis of Report in block #27.
- The approved budget is printed on the left of the form. **DO NOT CHANGE THE PRINTED APPROVED BUDGET.** Enter total program outlays to date in the Cumulative Expenditures column. (Report expenditures in the appropriate approved budget

column(s), *i.e., state, federal, other*). Outlays are the sum of actual cash disbursements for direct charges for goods and services, approved indirect expense incurred, and for services performed by employees, contractors, subgrantees and other payees.

- Sign (chief financial officer) and date the report. (The business administrator/chief financial officer is responsible for completing the Expenditure Report.)
- Include any additional reports as required by the DOE (*i.e., program income, matching, etc.*)

➔ **IMPORTANT NOTE:** When preparing the expenditure report, DO NOT alter the preprinted approved budget. Record all expenditures against the most current approved budget (including over and under expenditures).

#### *Interim Equipment Inventory Report (submitted with the mid-grant agreement reports)*

For each item of equipment purchased to date, complete the following information on the Interim Equipment Report form:

- Check the box if there are no expenditures to report. Sign, date and submit the report.
- Make necessary copies of the form. (Indicate page \_\_ of \_\_.)
- Complete the as of \_\_/\_\_/\_\_ date of the report.
- Fill in Header Items 1 - 4.
- Identify the make/model/description (including purpose for use, *i.e., instructional or non-instructional.*)
- Provide the following information:
  - Inventory tag number
  - Purchase date
  - Amount budgeted
  - Purchase cost
  - Location
- Obtain business administrator's and project director's signatures.

#### *Interim Non-Employee Compensation Report (submitted with the mid-grant agreement reports)*

Non-employee compensation includes fees or other forms of compensation for services rendered by an individual or entity not employed by the grantee (*i.e., consultants, workshop presenters, etc.*).

On the Interim Non-Employee Compensation Report:

- Check the box if there are no expenditures to report. Sign, date and submit the report.
- Make necessary copies of the form. (Indicate page \_\_ of \_\_)

- Complete the as of \_\_/\_\_/\_\_ date of the report.
- Fill in Header Items 1 - 4.
- Complete all information. (Enter N/A if not applicable)
- Obtain business administrator's and project director's signatures.

➡ **IMPORTANT NOTE:** Any payments for non-employee compensation must be made through a formal grant agreement with the individual or entity receiving payment. The grantee is responsible for retaining a copy of the grant agreement for audit and monitoring purposes.

Mid-Grant Agreement Fiscal Performance Review (required for multi-year projects only).

### **Submit all forms with your mid-grant agreement expenditure report.**

Through the Mid-Grant Agreement Fiscal Performance Review, the DOE will collect specific information regarding expenditures made in two key areas: staff (salaries and fringe benefits) and subgrants.

For each of these areas, grantees are required to provide the following information on the forms included in this review package.

In addition, a narrative report must be provided explaining any substantial deviation from anticipated and/or approved expenditures up to the midpoint of the grant project. Each form must be signed and dated by the business administrator and project director. Copy forms as needed for additional space.

### Interim Personnel Report (submitted with the mid-grant agreement expenditure report)

For each grant-funded staff position, complete the following information on the Interim Personnel Report form:

- Check the box if there are no expenditures to report. Sign, date and submit the report.
- Make necessary copies of the form. (Indicate page \_\_ of \_\_.)
- Complete the as of \_\_/\_\_/\_\_ date of the report.
- Fill in Header Items 1 - 4.
- Provide the following information:
  - Name of person
  - Position title
  - Status (full-time or part-time)
  - Total Salary budgeted
  - Total Salary expended-to-date
  - Total Fringe budgeted

Total Fringe expended-to-date

- Obtain business administrator's and project director's signatures.

If one individual is serving in two grant-funded positions (*e.g., teacher and counselor*), enter each position separately on the Interim Personnel Report form. Complete all columns for each person/position listed.

*Interim Subgrant Report (submitted with the mid-grant agreement expenditure report)*

For each subgrantee that has incurred expenses as of the report date, complete the following information on the Interim Subgrant Report form:

- Check the box if there are no expenditures to report. Sign, date and submit the report.
- Make necessary copies of the form. (Indicate page \_\_ of \_\_.)
- Complete the as of \_\_/\_\_/\_\_ date of the report.
- Fill in Header Items 1 - 4.
- Provide the following information:
  - Subgrantee name
  - Total budgeted
  - Total expended by budget category (*e.g., equipment, instructional supplies.*)
- Obtain business administrator's and project director's signatures.

*Final Expenditure Report (Required for all grant recipients)*

Photocopy page 5 (Expenditure Report) of the DOE grant agreement.

- Check the Final Report Box (☐)
- Enter the Reporting Period in block #26.
- Indicate the Basis of Report in block #27.
- The approved budget is printed on the left of the form. **DO NOT CHANGE THE PRINTED APPROVED BUDGET.** Record final (**liquidated**) expenditures in the Cumulative Expenditures column. (Report expenditures in the appropriate approved budget column(s), *i.e., state, federal, other*)
- Sign (Chief financial Officer) and date the report.
- Include any additional reports as required by the DOE (*i.e., program income, matching, etc.*)

*Final Equipment Inventory Report (submitted with the Final Expenditure Report)*

- Check the box if there are no expenditures to report. Sign, date and submit the report.
- Make necessary copies of the form. (Indicate page \_\_ of \_\_.)
- Complete the as of \_\_/\_\_/\_\_ date of the report.

- Fill in Header Items 1 - 4.
- Identify the make/model/description (including purpose for use, *i.e.*, *instructional or non-instructional*.)
- Provide the following information:
  - Inventory tag number
  - Purchase date
  - Amount budgeted
  - Purchase cost
  - Location
- Obtain business administrator's and project director's signatures.

**Final Non-Employee Compensation Reports (submitted with the Final Expenditure Report)**

- Check the box if there are no expenditures to report. Sign, date and submit the report.
- Make necessary copies of the form. (Indicate page \_\_\_ of \_\_\_)
- Complete the as of \_\_\_/\_\_\_/\_\_\_ date of the report.
- Fill in Header Items 1 - 4.
- Complete all information. (Enter N/A if not applicable)
- Obtain business administrator's and project director's signatures.

**Special Reports**

**Matching Funds Expenditure Report (submit with the expenditure report when required by the DOE.)**

Note - Report Subgrantee match using the same form and include it with your report.  
(Check the box and include the subgrantee name)

To complete the form:

- Fill in the agency name and NGO title.
- Check the box if submitting a final report
- Complete the reporting period
- Provide Matching Funds Expended by category. Be sure to report expenditures that correspond to the Matching Funds Budgeted.
- Enter the total of matching funds expended.
- Submit the report with the Final Expenditure Report.

**Program Income Report (submit with the expenditure report when required by the DOE)**

Program income reports must contain the following information for the award period:

- a ledger sheet indicating source(s) of program income (i.e., workshops, fees for service, training, etc.), total amount of program income received, program income expenditures (i.e., salaries, equipment, materials/supplies, travel, etc.) and total amount expended;
- a brief narrative describing how program income expenditures benefited the approved project.

**Program income reports must be submitted with the Final Expenditure Report and includes cumulative information for the award period.**

### Submitting Reports

Fiscal and Program Report Transmittal Forms were sent to you with the final copy of the signed grant agreement. Make sufficient copies of these forms to submit all required reports (usually 4), complete the information, attach and mail an original and one copy to the ACC. *(Extra copies of the transmittal forms can be found in the appendix of the Grant's Recipient Manual for Discretionary Grants)*

Send the **Original and One Copy** to:

New Jersey State Department of  
Education  
**Application Control Center**  
100 River View Executive Plaza  
P.O. Box 500  
Trenton, New Jersey 08625-0500

➔ **IMPORTANT NOTE:** If the original and one copy of the reports are not mailed directly to the Application Control Center (ACC), the report will not be recorded as having been received by the DOE and will not count toward compliance with the requirements of the grant program.